

Notice of Hearing (Adversary)

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** The **Adversary Case Number** screen displays.
- ☐ Insert the case number by using the YY-NNNN format.
 - ☐ Click **Next**.
- STEP 4.** The **Event Selection** screen displays.
- ☐ Select **Notice of Hearing** from the event list.
 - ☐ Click **Next**.
- STEP 5.** The **Party Selection** screen displays.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** A warning screen displays.
- ☐ “Do not continue docketing this event if you are filing LBF #1366.3. Use the event Notice of Hearing/Request for Hearing (LBF 1366.3) in the Notices category instead.” Continue only if this warning does not apply.
 - ☐ Click **Next**.
- STEP 7.** A hearing information screen displays.
- ☐ Choose the appropriate type of hearing and enter the hearing date, time and location.
 - ☐ Click **Next**.
- STEP 8.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.

STEP 9. A case verification screen displays.

☐ Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

☐ Confirm the docket text is correct.

☐ Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.